

Financials Upgrade Newsletter



June, 2006

Important Dates to Remember...

- June 8, 2006 Change Champion Meeting to be held at the Capitol Education Center – Agencies should be prepared to submit their "Readiness Assessment" forms.
- July 12, 2006 – Deployment Meeting- Watch for upcoming Official Communications!

Big News!!!

Change in Go-Live Schedule PeopleSoft Financials 8.8 Upgrade

The go-live schedule of the upgrade from PeopleSoft Financials version 7.02 to version 8.8 has been changed. After performing four test moves the time needed to carry out the technical portion of the upgrade requires more time than originally estimated.

New Dates!

- **Friday June 30th, 2006** – 7.02 database will be available until 7:00pm (changed from June 29th)
- **Monday July 17th, 2006** – New 8.8 Database available. System availability will remain 7:00am to 7:00pm, Monday through Friday. The schedule for system availability on weekends will be communicated soon.

New meeting Scheduled!

Mark your calendars for July 12, 2006! You won't want to miss the Deployment meeting. Watch for upcoming Official Communication!

(See page 7 for the Year End Close Schedule)



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Spotlight on InterUnit Accounting Highlights



InterUnit Accounting

The main purpose of InterUnit is to capture and link both sides of a transaction to determine proper accounting entries according to GAAP. 'InterUnit' is PeopleSoft's terminology and method for identifying and processing transactions between balancing chartfields that require settlement between each other.

Balancing chartfields are:

- Funds
- Business Units

Inter/Intra Unit and Inter/Intra Fund accounting entries will be created when one agency enters revenue or expense that is due from or due to another PeopleSoft version 8.8 agency (business unit) or fund.

The revenue and due from entries will be created either from the Billing (currently DOAS) or AR module. All expense transactions will be created via the AP module. When an PeopleSoft version 8.8 agency enters an internal transaction, either a voucher, AR item, or direct journal that is within the same fund or to a different fund, the system will populate the fund affiliate field, if there is a due to or due from another PeopleSoft version 8.8 agency or fund. This will enable the transaction to be accurately recorded as an internal transaction.

Highlights of InterUnit Accounting

Agencies using PeopleSoft Billing Module within PeopleSoft version 8.8

Agencies on PeopleSoft Billing (currently DOAS only) will create a bill and a receivable item to establish the revenue. The revenue and due from entries will have both the affiliate and the fund affiliate populated. The affiliate field will contain the GL business unit of the customer agency, and the fund affiliate field will be populated with the default fund from the customer agency's interunit template. A batch process will create a voucher in the AP business unit of the customer agency, payable to the Billing agency (DOAS) vendor ID number.

The customer agency will then distribute the expense to the appropriate funds, programs, and departments (organizations). The system will require that the **amount, date and invoice number agree** with the receivable item from the Billing agency (DOAS). The affiliate field on the expense line will be the GL business unit of the billing agency (DOAS – 40300) and the fund affiliate will agree with the fund on the receivable.

Agencies without PeopleSoft Billing Module

Agencies that are not on PeopleSoft Billing will continue with the current process of entering a receivable item in PeopleSoft AR. The affiliate chartfield will be populated with the GL business unit of the agency receiving the service, the fund affiliate chartfield will be populated from the customer record. (See continuation on page 3)

Spotlight on InterUnit Accounting (continued)

Agencies paying the invoice of the billing agency will be required to submit **one voucher for the entire amount**. This will be a business process change for most agencies. The expense and due to lines will have the affiliate and fund affiliate chartfields populated. The affiliate will default from the receivable agency vendor, and the fund affiliate will agree with the fund on the receivable.

Agencies using external Billing systems that interface with PeopleSoft AR

Some agencies use external billing systems that feed the receivable items into PeopleSoft AR. These interfaces will populate the Affiliate and Fund Affiliate chartfield.

InterFund vs. IntraFund Transactions

- *Interfund* transactions take place between two different GAAP funds.
- *Intrafund* transactions take place within the same GAAP fund.
- These transactions can be between State agencies or within a State agency.

InterUnit Payables Highlights

- Vouchers to other state agencies must be tied to an open receivable
- InterUnit vouchers must have the same amount, date and invoice ID as the open receivable in PeopleSoft AR
- No partial payment vouchers can be entered against an open receivable.
- Settlement should be paid via a general funds transfer (non-appropriation agencies will still pay by check)

Exceptions to the InterUnit Rules

Excluded from tying to an open item:

- Transactions within a Business Unit including reimbursement of petty cash, purchases of good for resale and other similar transactions. These type transactions should not have the affiliate or fund affiliate fields populated.
- Zero dollar transactions (chartfield changes)
- Conference Account (627003) expenses
- Sales Tax

General Information concerning InterUnit Accounting

- InterUnit accounting entries rely on both the customer and vendor being identified as InterUnit.
- The customer and vendor records of all state agencies will be marked as InterUnit.
- Payments made to technical colleges for student related services should be a non-interunit vendor.
- In cases of non-interunit transactions, two vendor ID's will be maintained in the system.
- This functionality will automate elimination entries needed to produce the Comprehensive Annual Financial Report (CAFR).

Note: Look at UPK Accounts Payable lesson # 2.4 “Create InterUnit Vouchers” for more information. Enter the following URL into your browser window address line:

<http://saofnupk.state.ga.us> . Ensure Pop Up Blocker is turned off!

Take a at the Chartfield Distribution line on an InterUnit Voucher

[Advanced Vendor Search](#)

'Pay Terms:  Accounting Date:  Action: 

'Currency: 




Control Group: 

Copy from a Source Document

PO Unit: Purchase Order: Worksheet Copy Option: 

Invoice Lines

Line	'Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	<input type="text"/>	Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	150.00

Ship To:  Category ID:  SpeedChart:  ☒ Use One Asset ID

▼ Distribution Lines [Customize](#) | [Find](#) | [View All](#) |  First 1 of 1

GL ChartFields 1 [GL ChartFields 2](#) [Exchange Rate](#) [Statistics](#) [Assets](#) 

	Amount	Quantity	'GL Unit	'Account	'Fund	'Department	'Fund Src	Program	Class	P
1	150.00	<input type="text"/>	48400 	614001 	A1 	4841530000 	60244 	<input type="text"/> 	301 	Projects

This page represents the left hand side of the voucher. In order to see the remainder of the chartfields, you must scroll to the right. (See page 5 for next screenshot)

Take a  at the new Affiliate and Fund Affiliate chartfields:

Action:

Set Copy Option:

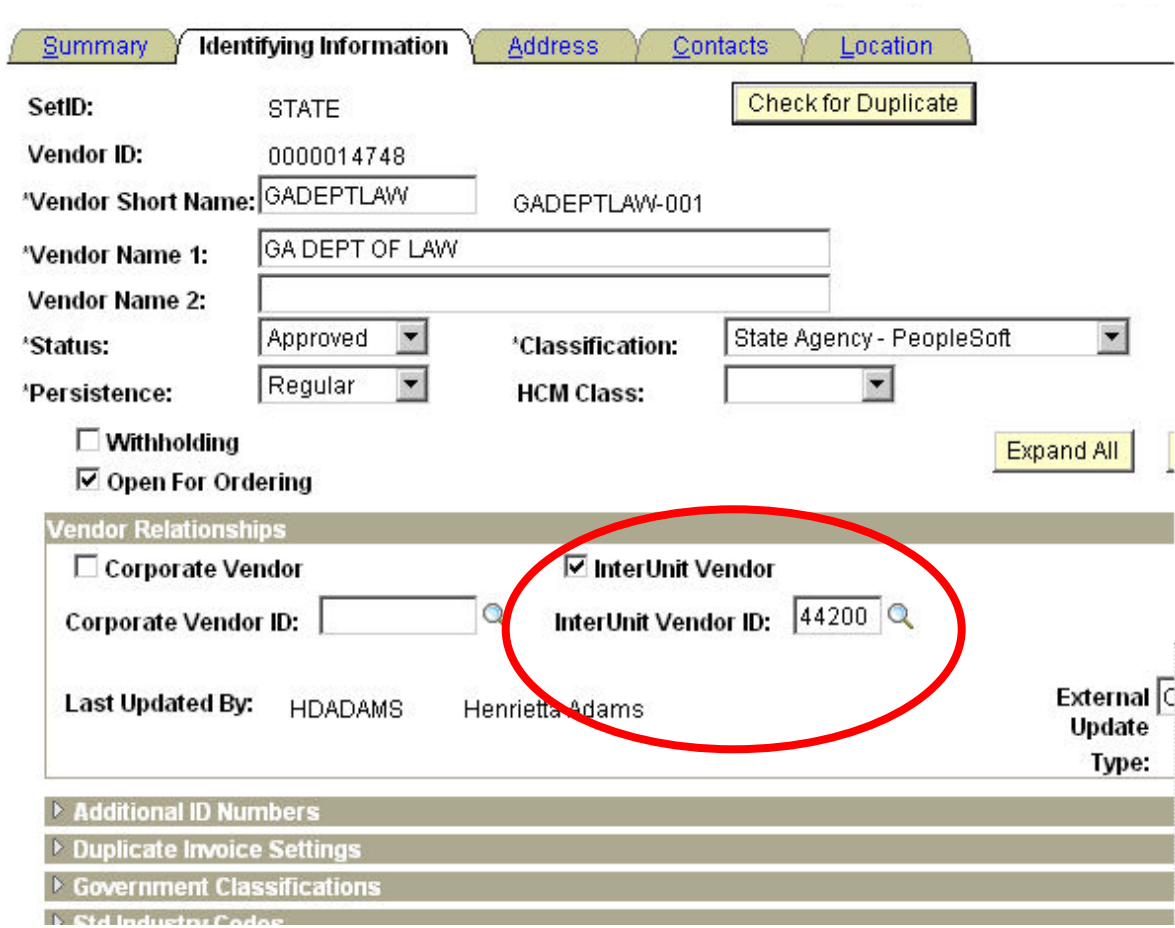
Price Extended Amount

Find | View All First 1 of 1 Last

rc	Program	Class	Product	Special Purp	Budget Reference	Affiliate	Fund Affiliate	Open Item
<input type="text"/>	<input type="text"/>	<input type="text" value="301"/>	<input type="text" value="Projects"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="44200"/>	<input type="text" value="A1"/>	<input type="text"/>

This page represents the right hand side of the Voucher Chartfield line and displays the Affiliate and Fund Affiliate chartfields

Take a  at the new InterUnit Vendor page:



Summary **Identifying Information** **Address** **Contacts** **Location**

SetID: STATE Check for Duplicate

Vendor ID: 0000014748

*Vendor Short Name: GADEPTLAW GADEPTLAW-001

*Vendor Name 1: GA DEPT OF LAW

Vendor Name 2:

*Status: Approved *Classification: State Agency - PeopleSoft

*Persistence: Regular HCM Class:

☐ Withholding Expand All

☒ Open For Ordering

Vendor Relationships

☐ Corporate Vendor ☒ InterUnit Vendor

Corporate Vendor ID: InterUnit Vendor ID: 44200

Last Updated By: HDADAMS Henrietta Adams

External Update Type:

▶ Additional ID Numbers

▶ Duplicate Invoice Settings

▶ Government Classifications

▶ Std Industry Codes

This page represents the Vendor record as it relates to InterUnit Accounting

Remember! Both the Vendor and Customer records for PeopleSoft version 8.8 agencies must be marked as “InterUnit”

Upcoming Events!

Our Last Change Champion Session

The last of the Change Champion Sessions is listed below. This session will disseminate important information to agency personnel concerning the PeopleSoft upgrade. The June 8, 2006 session will include Open Item Accounting.

Change Champion Meeting

Date	Example Topics	Course #	Session #	Times
June 8, 2006	Upgrade Activities List Review Open Item Accounting	407FN17	0001 0002	9:00 – 11:00 1:00 – 3:00

Have your Agency Training Coordinator sign you up today! If your agency has no training coordinator or the session is full, please email upgrafeedback@sao.ga.gov and someone will register you for the session. Please be sure to have your employee ID number, phone number and email address ready.

Important Dates & Close Calendar

Event	Date / Time
Interfaces – Cut off transmission to SAO in 7.02	Tuesday, 6/27/06 6pm
Labor Distribution – Cut off processing in 7.02	Thursday, 6/29/06 6pm
On-line transactions in 7.02 Financials	Friday, 6/30/06 7pm
8.8 Financials system available – 12FY06 and 1FY07 open	Monday, 7/17/06 7am
Close 12FY06	Wednesday, 8/2/06 7pm
Open period 998 FY06	Thursday, 8/3/06 7am
Close 998 FY06 and 1FY07	Friday, 8/18/06 7pm
Open 2FY07	Monday, 8/21/06 7am

End User Training (Non-Train the Trainer Agencies)

Any end users working in agencies not participating in Train the Trainer should register for SAO End User Training. If you work in a Train the Trainer agency, please do not register for the SAO classes. Your agency trainer will schedule your training internally. If you are unsure as to whether your agency is participating in Train the Trainer, please visit the [SAO Website](#), click on PeopleSoft Upgrade > Training > Schedules. A listing of participating agencies is shown.

Course Name	Time	Session #	Day	Date
407DL01 <u>Modules Covered:</u> Purchasing Accounts Payable Vendors Asset Management	9:00 am to 3:00 pm	0001	Tuesday	May 30
		0002	Thursday	June 1
		0003	Tuesday	June 6
		0004	Monday	June 12
		0005	Tuesday	June 13
		0006	Thursday	June 15
		0007	Monday	June 19
		0008	Tuesday	June 20
		0009	Thursday	June 22
		0010	Tuesday	June 27
		0011	Thursday	June 29

Course Name	Time	Session #	Day	Date
407DL02 <u>Modules Covered:</u> Customers Accounts Receivable Commitment Control (Budget) General Ledger Labor Distribution	9:00 am to 12:30 pm	0001	Wednesday	May 31
		0002	Wednesday	June 7
		0003	Wednesday	June 14
		0004	Wednesday	June 21
		0005	Wednesday	June 28

All Classes will be held in the SAO Training Room
1616 - W. Floyd Tower – Atlanta
All Classes will begin promptly at 9:00am

Have your Agency Training Coordinator sign you up today! If your agency has no training coordinator or the session is full, please email upgradefeedback@sao.ga.gov and someone will register you for the session. Please be sure to have your Employee ID number ready!

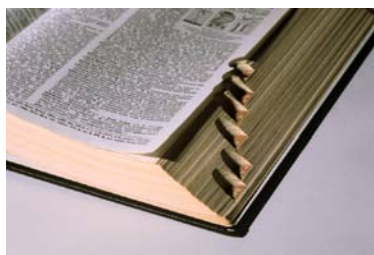
PeopleSoft 8.8 Tips & Tricks

- ✚ In order to access PeopleSoft 8.8, any **Pop Up Blocker** software must be turned off. Be sure to check all toolbar applications! For example: Google, Yahoo, Internet Explorer
- ✚ Your initial password into PeopleSoft 8.8 will be your **Employee ID** number. Do you know your Employee ID number? If not, check with your HR department prior to Go-Live! Look at UPK Introduction to PeopleSoft topic # **1.1.2 “Signing into PeopleSoft”** for a lesson on access to the new system. Enter the following URL into your browser window address line: <http://saofnupk.state.ga.us> . Ensure Pop Up Blocker is turned off!
- ✚ **Passwords** in PeopleSoft 8.8 will require a **minimum of 8 characters** and should include at least one special character (excluding / - _).



Glossary of Terms

- **Affiliate** – The chartfield that identifies the opposing Business Unit on a balancing transaction line.
- **Fund Affiliate** – The chartfield that identifies the opposing Fund on a balancing transaction line.
- **InterUnit** – These transactions take place between two different State Business Units.
- **IntraUnit** – These transactions take place within the same State Business Unit.
- **InterFund** – These transactions take place between to different GAAP funds.
- **IntraFund** – These transactions take place within the same GAAP fund.



Want to be *"In the Know"*?

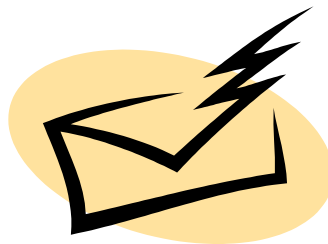
"FS Official Communications" are e-mailed on a regular basis to users who have subscribed to the Listserv system. One way to be "in the know" and receive these communications is to sign up for a Listserv!

Put yourself in the "LOOP"! There is no cost to subscribe and it's easy to do! You can also unsubscribe at any time. Please be aware, however, that the more elists (modules) that you sign up for, the more emails you will receive in your inbox. We recommend only signing up for the lists applicable to your job duties.

Listserv is one of the most effective ways for you to obtain information and communications relative to your PeopleSoft system. If you have not already done so, sign up now.

Available lists include: *AP, AR, AM, GL, PC, Labor, Budget, and PO.*

Visit the [SAO Website](#) and click Financial Systems > Related Links > *ListServ* and **subscribe today!**



**For more information on the Financials Upgrade Project or
Comments / questions about the Project Newsletter, contact the Communications
Team at:**

upgradefeedback@sao.ga.gov

Additional information can also be found at the State Accounting Office Website:

<http://sao.georgia.gov> > **News > PeopleSoft Upgrade**

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